

PROPOSED PROCEDURE FOR WRITING
AND COORDINATING ESTIMATES

1. Task Team Chairman drafts paper, solicits suggestions from interested Board and Staff members, submits draft to Assistant Director for review of form and content.
2. After taking account of AD's criticisms, the draft is submitted to the Board.
3. Board gives tentative approval.
4. Draft sent to Agencies for formal coordination by IAC representatives.
5. Chief of Estimates Staff or Task Team Chairman presides at coordination meeting. O/NE staff holds in substance to Board's paper (as IAC representatives do to the directions of their chiefs). All the nit-picks are taken care of. If any substantive questions are unresolvable at this level, the draft is then prepared with footnotes in this form: The Air Force representative would have this paragraph read: "Etc, etc."
6. Board, with Staff consultation, reexamines its original position and decides which agency recommendations it can accept.
7. Board meets with IAC Deputies on footnoted items only.
8. Differences still unresolved go to the IAC itself.

SECRET